

## **GVSU Pre-Professional Program Application Process & Checklist**

- Meet with Pre-Professional Advisor to discuss your plans. Call our office to schedule an appointment.
- Schedule an appointment with the Writing Center to review your personal statement.
- Submit file and application waiver forms and have your picture taken or send a JPEG photo (headshot) to Marlene Hall at [hallm@gvsu.edu](mailto:hallm@gvsu.edu).
- Create your profile in veCollect.
  - After your profile is activated, create evaluator (letter writer) profiles.
  - Update your profile with Application ID numbers.
- Pay \$5 fee for veCollect - [www.gvsu.edu/clasadvising/payment](http://www.gvsu.edu/clasadvising/payment) or in the office.
- When completing your AMCAS/AACOMAS/AADSAS application, please select “committee letter” under the letter of recommendation section and designate the pre-professional advisor as your contact person. If completing AMCAS, email the AMCAS Letter Request Form (.pdf) to the pre-professional advisor.
- Pay \$10 VirtualEvals fee to post your letters. (Only for MD and some Podiatry applicants. [www.gvsu.edu/clasadvising/payment](http://www.gvsu.edu/clasadvising/payment) or in the office. See Marlene Hall in the office for more details.)
- When all your letters are loaded to veCollect please create your “quiver”. This tells us what letters should be sent to your schools. (MD, DO, Dental...)
- Create 2 additional evaluator profiles on veCollect which will allow you to upload your student information sheet and application
  - For one, write first name: “**Student**” last name: “**Information Sheet**” for the other, write first name: “**AMCAS**” “**AACOMAS**” or “**AADSAS**” last name: “**Application**”.
  - For address, email address & phone number, list your own information
  - For type select “Other”
  - Create New Letter Records for each profile
  - Send yourself an email from veCollect (as if you were a letter writer) for each profile
  - Once you receive these emails, save them and follow the directions within the text to upload your completed student information sheet & application(s).
- Notify us immediately of any changes (i.e. schools you either have decided not to apply to or schools you plan to add.)
- Check in with your schools regarding status of your letters (let us know in a timely fashion if a school has not received them).
- If invited for an interview schedule a mock interview with Career Services. We usually do a MOCK MMI in the fall.
- Keep us posted as to the status of your process. Have you heard back (or not) from schools? Have you been invited for an interview? Have you been accepted (or not) to schools? What are your final decisions and next steps?
- Meet with Pre-Professional Advisor if you need to discuss parallel plans and/or explore additional options.